

**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY**

**Human Resources Associate**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list.  
**Location:** Headquarters in Newington, CT  
**Job Posting No:** 28921  
**Hours:** 8:00 am to 4:30 pm  
**Salary:** MP-57: \$59,261.00 to \$80,808.00  
**Closing Date:** December 5, 2013

The position is located in the Labor Relations section of the Human Resources Unit. This position will be responsible for such duties as logging in and tracking fact finding reports, investigations, grievances and pending discipline; scheduling grievance conferences and preparation meetings; following up on grievance dispositions; computing back pay and reimbursements; running various CORE-CT reports; drafting letters and memorandums; and, researching labor contract issues.

**Eligibility Requirement:** Candidates must have applied for and passed the Human Resources Associate examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Knowledge, Skills and Abilities:** Knowledge of the principles and practices of public human resources administration; basic knowledge of relevant state and federal laws, statutes and regulations; basic knowledge of employee and labor relations principles and practices; basic knowledge of equal opportunity principles and requirements; basic knowledge of payroll procedures and operations; oral and written communication skills; interpersonal skills; ability to apply human resource principles and procedures in the areas of recruitment, selection, classification, compensation, payroll and benefits administration; ability to analyze problems quickly and determine effective solutions; ability to read and interpret laws, regulations, policies, procedures and collective bargaining agreements; ability to serve as an effective business partner; some ability to design and deliver formal and informal training.

**General Experience:** Six (6) years professional experience in human resources management, payroll or equal employment assurance.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience.
3. For state employees two (2) years as a Human Resources Assistant may be substituted for the General Experience.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.
2. Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered.

The candidate pool resulting from these interviews may be used to fill future Human Resources Associate positions in the Bureau of Finance and Administration within six months.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Employment, and **State employees must include copies of their last two (2) service ratings** by December 5, 2013 to:

**Department of Transportation  
Ms. Doreen Rossi  
Principal Human Resources Specialist  
Human Resources Unit  
Connecticut Department of Transportation  
P.O. Box 317546  
Newington, CT 06131-7546  
Fax: 860-594-3369  
Email: [Doreen.rossi@ct.gov](mailto:Doreen.rossi@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

